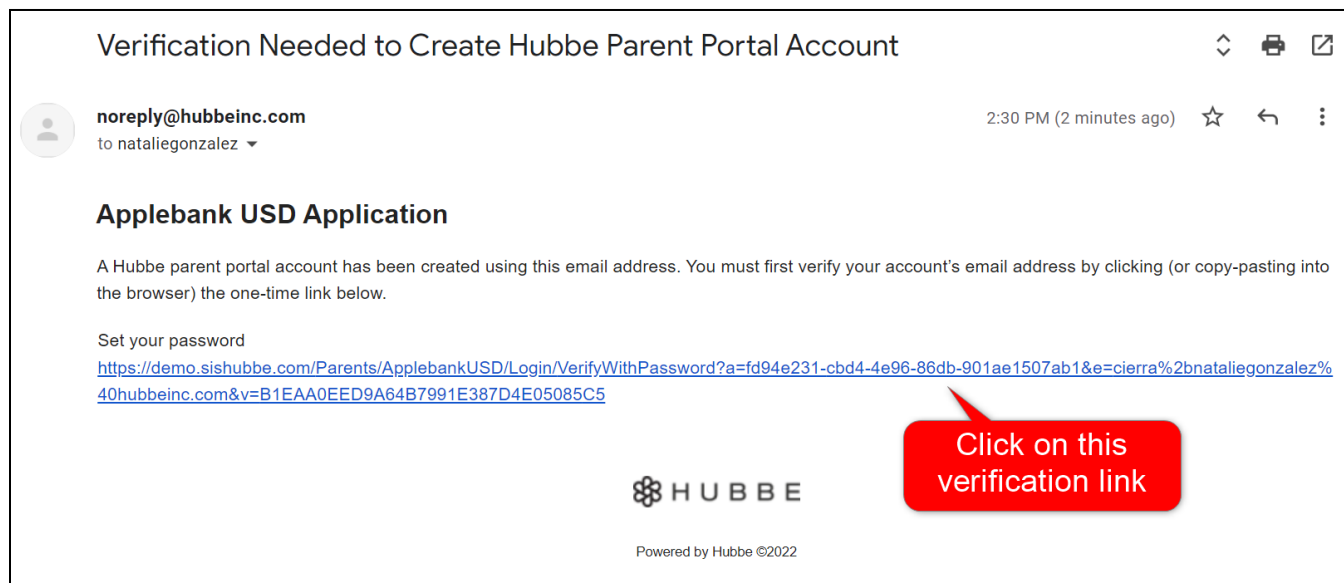


Verifying Your Parent Portal Account

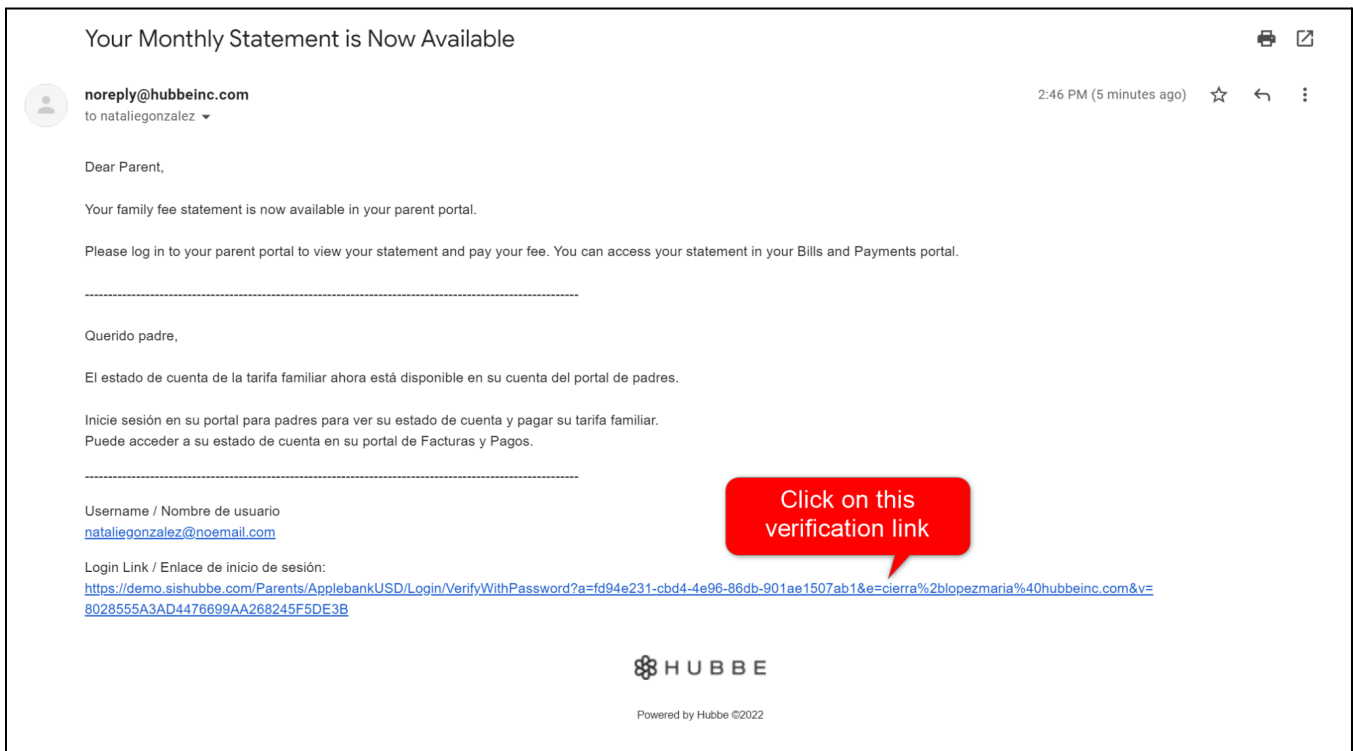
Once your Parent Portal account has been created, you will need to first verify your email address used to create the account before you can successfully login. This guide will help assist you with the verification process.

Once your child care provider has created a parent portal account for you using your email address, you will receive an email with the following subject line from **noreply@hubbeinc.com**: "Verification Needed to Create Hubbe Parent Portal Account"

This email will include a verification link that you must click on to verify your email address. Click on this link.



Note: You may also receive an invitation to apply to the agency, or an alert that a monthly statement is now available, either one of these emails will also include a verification link to create a Parent Portal Account (should you not already have a Parent Portal Account). The image below is an example of this kind of email. You may click on the verification link within this email and continue on in the instruction sheet with the next steps.



2

You will be directed to the Parent Portal “Set Your Password” page for your child care center’s Hubbe parent portal. Please note the color of your portal’s login page may differ based upon your child care center.

Enter your new password in the two “Password” and “Confirm Password” fields, and then click “Submit.”

Applebank Unified School District

Set your password

nataliegonzalez@noemail.com

1 Password

2 Confirm Password

3 SUBMIT

[Create User](#) | [Create Password](#) | [Reset Password](#)

Use of Hubbe is subject to [Terms & Conditions and Privacy Policy](#)

HUBBE

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3

You will be logged into your portal account and will now see your homepage. If you need to reset your password and/or username (which must be an email address), click the account profile icon in the top right corner, and then select “View Account Details” in the drop-down.

The screenshot shows the parent portal interface. At the top right, a user profile icon is circled in red, with a red callout box pointing to it that says "Click to edit username and/or password". Below the profile icon is a dropdown menu with "View Account Details" and "Log Out" options. The main content area features a "To Do Items (2)" section with a link to "1. Fill out the DRDP Parent Survey 2021-22". Below this is the "Applebank USD Contact Information" section, which lists contact details for Applebank USD and Daniel Gonzalez. At the bottom, there are tabs for "Children Enrolled", "Parents", "Non-Participating Children", and "Emergency Contacts", with an "Add Child to Waitlist" button and a list of children, including Daniel Gonzalez, who is marked as "Active".



TROUBLESHOOTING: If you do not see a verification email in your inbox or are having difficulty logging in, here are some tips:

- Please look in your “Spam” folder for an email from **noreply@hubbeinc.com**.
- If you still do not see a verification email, please contact your child care center and ask for a new verification link to be sent to your portal account.
- If you are attempting to login or reset/create your password and are receiving the message “**User not found**” or “**User has not verified their account**” then you still need to verify your email address before logging into your account. Please contact your child care center and ask for a new verification link to be sent to your portal account.